

**PERSONNEL**Leave of Absence Without Pay

A leave of absence of limited duration and without pay may be granted to qualified employees. The superintendent is authorized to grant such leave and to adopt such regulations and procedures as are necessary to effectuate this policy.

**A. Duration of Leave**

1. A full-time licensed employee who has completed three (3) consecutive years of service in the division, received satisfactory evaluations, and been recommended for reappointment may be granted, without the necessity of the employee stating in the request for leave the reason therefore, a one (1) year leave of absence without pay, provided a request shall have been submitted in writing in timely fashion to the superintendent.

2. A full-time licensed employee who has completed five (5) consecutive years of service in the division, received satisfactory evaluations, and been recommended for reappointment may be granted a two (2) year leave of absence without pay provided that a request is submitted in timely fashion and the purpose of such leave is for professional full-time study, teaching in a foreign nation, or as part of an exchange program, service in the teaching corps, VISTA, Peace Corps, or such other purpose as is approved by the superintendent.

3. A full-time support service employee who has completed three (3) consecutive years of service in the division and who has a satisfactory employment record may be granted, without the necessity of the employee stating in the request for leave the reason therefore, leave of absence without pay for up to one (1) year provided a request shall have been submitted in writing in timely fashion to the superintendent.

**B. Request Deadline**

Request for a leave of absence shall be made no later than May 1 of the year preceding that school term for which leave is requested, or, in the case of a support

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service employee, not less than one hundred (120) calendar days prior to the date upon which leave is to commence.

C. Letter of Intent to Return

It shall be the obligation of any employee who desires to return to service following leave to submit to the superintendent a letter of intent stating such desire. A licensed employee shall submit such letter not later than February 15 of the year preceding that of the school term for which return is sought. A support service employee shall submit such letter not less than sixty (60) days prior to the date for which return to service is sought.

D. Return from Leave

Except in the case of a reduction in force (RIF), a licensed employee returning to service after having been on a leave of absence shall be offered a position in the division comparable, but not necessarily identical, to that base position which the employee held prior to taking leave. There shall be no obligation to offer to a returning employee any special assignments or supplements such as coach, yearbook sponsor, etc., even though the employee may have held such assignment previously. In the event of a RIF there shall be no obligation whatsoever to extend any offer of employment except as is specifically provided in Policy 5-18.

In the case of a support service employee, should the position which the employee previously occupied be no longer available for any reason other than RIF, the employee shall be offered a comparable position as soon as it becomes available. In the case of two or more support service employees seeking to return to service in the same type of position and there being insufficient positions available to accommodate all employees, then in that event preference shall be given to that employee who commenced leave on the earliest date and if two or more employees shall have commenced leave on the same date then preference shall be to that employee possessing the most years of service in the employ of the board. In the event of a RIF there shall be no obligation whatsoever to extend any offer of employment except as is specifically provided in Policy 5-18.

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## E. No Benefits while on Leave

An employee on a leave of absence shall not be eligible to receive any benefits. An employee who accepts a leave of absence without pay shall not earn any credit for experience on the salary schedule for the period of leave. For purposes of calculating seniority pursuant to Policy 5-18 a leave of absence shall be considered authorized leave.

An employee on leave may participate in the group insurance programs offered by the division and in which the employee was enrolled prior to commencing leave provided that the employee shall pay each and every required premium in advance without benefit of any contribution from the board.

Adopted by School Board: March 24, 1987  
Amended by School Board: June 9, 1992

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Approved by School Board: May 28, 1996